

## ETEXT ATTACHMENT

09/29/2004 19 : 55

September 29, 2004

Identification Number: C00135368

Reference:

FEC letter dated September 1, 2004 in response to July Monthly Report (6/1/04-6/30/04)

This letter pertains to your request that a response or an amendment be made to the report mentioned above. In your letter you identified that the Sierra Club Political Committee discloses contributions from individuals for which the identification is not complete. Please refer to the amended July Monthly report filed on the date of this letter which includes the additional donor information that we have collected.

Some information is still missing as we have not yet received it from the contributing individuals and the Sierra Club does not possess the information in any other records. We have used 'best efforts' to obtain this information.

The Sierra Club's procedure for requesting that information is as follows:

- First, when a political contribution is solicited the required information is requested. The language used in our fundraising communications is as follows:

'Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and the name of employer of individuals whose contributions exceed \$200 per calendar year.

Name:

Employer:

Occupation:

Home Address:

City/State/Zip.'

- Second, if the information is not provided, our procedure is to send a written request to the contributor within 30 days. Please refer to the language included below for the Sierra Club's standard information request letter. The letter also includes a pre-addressed return envelope. Sierra Club also reports all contributor information not provided by the contributor that is in the committee's or Sierra Club's possession regarding contributor identification present in our fundraising and contributor records.

- Third, when the contributor's required information is received but the report is already filed, we file the amended report on or before the next regularly scheduled filing date.

Thank you for your patience and if you have any additional questions please contact Jane Kraft at (415) 977-5858.

Sincerely,

Greg Haegele

Sierra Club Political Committee

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Dear

Thank you for your contribution to Sierra Club Political Committee, we appreciate your support! Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual who contributes more than \$200 in a calendar year. Please help us comply with that requirement by providing the information requested below and returning this letter in the envelope provided. If you have no employer and are retired, self-employed, etc., please so state.

Occupation:

Employer's Name or Principal Place of Business:

SCPC is a political committee. Unless otherwise notified, 100% of your contribution will be applied to your contribution limit under federal law. Contributions to SCPC are entirely voluntary. SCPC cannot accept contributions from corporations (including professional corporations), or from individuals who are not United States citizens or permanent residents.

Again, thank you for your support of Sierra Club Political Committee.

Regards,

Jane Kraft  
on behalf of SCPC